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Chief of Mission, 

Comptroller

Administrative

Procedures to be followed by station in Cash Disbursement  
of Payrolls

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REF: 

1. In order to prevent recurrence of shortages arising from direct payments of cash payrolls, the following procedures will hereafter be followed in making this type of disbursement:
  - a. After preparation, the payroll will be totaled and such total obtained in cash of appropriate denominations to effect payment of each individual item for disbursement.
  - b. An envelope will be prepared for each individual payee showing thereon the name and amount due.
  - c. The correct amount due will then be placed in each envelope. At this point any discrepancies from handling cash will appear and may be corrected.
  - d. At actual payment each individual must sign for his envelope and be provided an opportunity to count the contents.

E. R. SANDERS

14 October 1971

## Distributions:

- 3 - C/FE
- 2 - FE Division
- 2 - Comptroller
- 1 - Finance

CND: mfk

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